

Adopted: September 2001 , Revised: _____**Class Title: Code Official****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Executive official in charge of persons and functions engaged in the enforcement of the state building code for all structures. Manages personnel in two divisions and serves as a Division Head.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages divisions by formulating policies and procedures, providing direction for short-term goals and objectives, resolving staffing problems, supervising staff, improving technological systems and functions, analyzing, researching, planning and engaging in decision making, monitoring trends and standards, networking, and supervising technical code enforcement conformity.
2	L	Provides information and responses by arbitrating between citizens and subordinates, resolving problems, arbitrating between subordinates, diffusing potential conflicts, responding to superior's request for information, serving as principal advisor, and coordinating with other agencies.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License, Certified Building Official, Certified Property Maintenance Official/Certified Building Maintenance Official, Building Code Official, Special Police Officer
Reading	Work requires the ability to read technical journals, building codes, legal documents, city, state, and federal ordinances, correspondence, maps, blueprints, and construction documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, calculus, and statistical analysis.
Writing	Work requires the ability to write correspondence, performance appraisals, and various reports.
Managerial	Managerial responsibilities include analyzing and improving work programs and job functions, and developing staff.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Field work, supervision of staff, inspections, office equipment, retrieving files
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Field work, inter-office, to/from office equipment
Lifting	R	Books, files, boxes
Carrying	R	Books, files, boxes
Pushing/Pulling	R	Office furniture, file cabinet drawers
Reaching	R	Across desk, retrieving files
Handling	O	Books, files, boxes
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	R	Field work, retrieving files
Crouching	R	Field work, retrieving files
Crawling	R	Under floor spaces, attics
Bending	O	Field work, retrieving files, lifting boxes
Twisting	O	Field work, retrieving files, lifting boxes
Climbing	O	Ladders, stairs
Balancing	O	Ladders, stairs
Vision	C	Computer, desk work, field work, inspections, driving, reading
Hearing	C	Staff, supervisor, citizens, telephone, meetings
Talking	F	Staff, supervisor, citizens, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculator, telephone, fax machine, copy machine, architect's measuring scale, engineer's measuring scale, computer, Standard Microsoft Windows and Office software, Internet Explorer, H.T.E. software, Acrobat reader, laser or inkjet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	M
Fire Hazards	S	Fumes and Odors	N
Explosives	S	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)